

 City of Norfolk	Operational General Order – 650		Bomb Threats
	Department of Police General Order		
	CALEA:	46.1.2	
	VLEPSC:	OPR.05.01.f	
LEGAL REVIEW DATE: August 16, 2011		PRESCRIBED DATE: September 6, 2011	
City Attorney: Wayne King	City Manager/Director of Public Safety: Mark D.		
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		L. L. Chamberling	

Office of Preparation: Strategic Management Division / acb

Purpose

To provide a thorough notification sequence in the event of a bomb threat and to specify the duties of department personnel when responding to a bomb threat. This order also provides guidelines and procedures for the Norfolk Bomb Squad.

Policy

The Department of Police will respond and safeguard the citizens and visitors of the city against real or suspected explosive devices and will provide their officers with the training and instruction in the recognition of and response to situations involving explosives.

Supersedes:

1. G.O. OPR-650, dated May 14, 2009
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Bomb Threat Procedures
- II. Bomb Disposal/Explosion Procedures
- III. Norfolk Bomb Squad

I. Bomb Threat Procedures (CALEA 46.1.2) (VLEPSC OPR.05.01.f)

When the Police Department or the Emergency Communications Center (ECC) receives a report of a bomb threat to any premises in the city, personnel will adhere to the following procedures:

- A. The telecommunicator will dispatch a patrol unit and the sector supervisor to the bomb threat location, advise the Field Commander, Norfolk Arson Investigators and alert the Federal Bureau of Investigation (FBI), regardless of the target.
- B. The first officer on the scene, using the information contained in the Critical Incident Response Guide, will assess the situation and contact the sector supervisor to report the circumstances surrounding the bomb threat. For security and public reaction control purposes, all forms of electronic radio transmissions should be kept to a minimum.
- C. The sector supervisor, using the information contained in the Critical Incident Response Guide, will take the following action at the bomb threat location:
 - 1. Ensure that the responsible party is advised of the situation. The decision to evacuate the premises will be made by the responsible party unless credible information exists that warrants immediate evacuation.
 - 2. In all cases, advise the responsible party that police personnel will coordinate and assist with a thorough search of the building(s). People familiar with the premises should be asked to participate in the search. If a search is conducted and nothing is found, the decision to re-enter the premises, if previously evacuated, will be made by the responsible party.
 - 3. Determine the perimeter, evacuation routes, and number of police personnel needed, then make the necessary arrangements to obtain those personnel.
 - 4. Determine if an explosive detector dog is needed to conduct a search. If required, follow procedures in existing departmental directives governing K-9 Patrol and Explosive Detector Dogs. If the explosive detector dog is requested, the Norfolk Bomb Squad shall be notified.
 - 5. Ensure that a report is filed in accordance with existing departmental directives governing Incident Based Reporting (IBR).

II. Bomb Disposal/Explosion Procedures

- A. If a bomb or suspicious article is found, the sector supervisor will have the telecommunicator notify the:
 - 1. Field Commander

2. Norfolk Arson Investigations and Norfolk Fire-Rescue
 3. Norfolk Bomb Squad
 4. Virginia State Police, ONLY in the event that the Norfolk Bomb Squad is not available
 5. Bureau of Alcohol, Tobacco, Firearms and Explosives
 6. Federal Bureau of Investigation
 7. Norfolk Detective Division
- B. When a bomb or suspicious article is found, the Norfolk Bomb Squad will respond unless they are unavailable. Additionally, Norfolk Arson Investigations, the State Police, and Bureau of Alcohol, Tobacco, Firearms and Explosives will usually respond upon being notified. In the event all three do respond, they will confer and decide which investigative agency will take charge of the investigation.
- C. The on-scene incident commander shall establish a secure perimeter and command post a minimum of 500 feet from the suspected device, ensure Norfolk Fire-Rescue is notified, and if necessary, conduct evacuation procedures as established by City of Norfolk Safety Manual, Emergency Evacuation Plan.
- D. Electronic communications to include, radio, cell phone, lap top and MDC terminals will be discontinued within a specified area at the direction of the on-scene Bomb Technician during the handling of the call and will not be resumed until the Incident Commander has been notified by the on-scene Bomb Technician that radio communications may resume.
- E. If an explosion occurs, the applicable procedures set forth in existing departmental directives governing Incident Command System (ICS) will be followed, and the appropriate sections in the Norfolk Department of Police Emergency Action Plan, and the City of Norfolk Safety Manual, Emergency Evacuation Plan will be utilized as required.

III. Norfolk Bomb Squad

- A. The Norfolk Bomb Squad shall provide:
1. A rapid, technical response to calls for service involving real or suspected explosives and explosive devices.
 2. Training and instruction to members of the Norfolk Department of Police in the recognition of and response to situations involving explosives.
 3. Additional resources to the Homeland Security Division.

- B. Bomb Squad callouts shall be initiated by the Chief of Police, Senior Assistant Chief of Police, Assistant Chiefs of Police, the Commanding Officer of the Homeland Security Division, the Incident Commander, the Bomb Squad Commander, the Field Commander, and/or the Norfolk Fire Marshall, or their designee.
- C. The on-scene Bomb Technician shall have operational control of all activities directly related to the response and handling of real or suspected explosives / explosive devices. The on-scene Bomb Technician shall relay all necessary information to the Incident Commander that pertains to the device and actions required to mitigate the threat of the device.

Definition

Responsible Party: The owner, person in charge of the premises, or, for city buildings, division/bureau manager or other designated individual who can make evacuation/re-entry determination for the building which is the subject of the bomb threat.

Related Documents:

- 1. G.O. OPR-415: Incident Based Reporting
- 2. G.O. OPR-610: Incident Command System (ICS)
- 3. G.O. OPR-640: K-9 Patrol and Explosive Detector Dogs
- 4. NPD Emergency Action Plan
- 5. City Safety Manual - Emergency Evacuation Plan
- 6. Critical Incident Response Guide

Attachments:

- A. Norfolk Bomb Squad Contact Information
- B. City of Norfolk Emergency Evacuation Plan

Norfolk Bomb Squad Contact Information

The Norfolk Bomb Squad is an operational unit assigned to the Homeland Security Division under the command of Captain T.C. Williams. The point of contact for the Norfolk Fire-Rescue Department is supervisor of the Arson Squad.

The Norfolk Bomb Squad Unit will be comprised of the following personnel:

1. Commanding Officer of the Homeland Security Division Captain T.C. Williams – Bomb Squad Commanding Officer / Administrator
2. Lieutenant Robert Pavese – Bomb Squad Executive Officer
3. Sergeant Robert McCarraher – Bomb Squad Commander / Bomb Technician
4. Master Police Officer Jon Kim – Bomb Technician
5. Arson Investigator Jonathan Davis – Bomb Technician
6. Arson Investigator Kenny Harlan – Bomb Technician
7. Arson Lieutenant Scott Gartner – Bomb Technician
8. Other members as determined by the Chief of Police

Contact information for the Bomb Squad is listed below:

Contact Person	Office	Cell	Email
Cpt. T.C. Williams	757-664-6917	757-390-0368	todd.williams@norfolk.gov
Lt. R. Pavese	757-664-7253	757-390-0396	robert.pavese@norfolk.gov
Sgt. Robert McCarraher	757-664-6657	757-373-8646	robert.mccarraher@norfolk.gov
Inv. Jon Kim	757-664-6623	757-630-3882	jon.kim@norfolk.gov
Inv. Jonathan Davis	757-664-6458	757-438-4879	jonathan.davis@norfolk.gov
Inv. Kenny Harlan	757-664-6458	757-438-1833	kenny.harlan@norfolk.gov
Lt. Scott Gartner	757-664-6866	757-438-1853	scott.gartner@norfolk.gov
Office Location	Homeland Security Division	901 Asbury Ave. Norfolk, Va. 23513	757-664-6657 (office) 757-227-5135 (Fax)



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EMERGENCY EVACUATION PLAN

I. GENERAL GUIDELINES

PURPOSE:

The purpose of an Emergency Evacuation Plan is to establish a plan for the rapid and orderly evacuation of all personnel in the event of an emergency. The safety of all personnel at the site is of paramount importance. This plan is designed to enhance the effectiveness of the response to an emergency.

SCOPE:

This policy applies to all employees, visitors and contractors at City of Norfolk buildings and facilities.

EVACUATION CONDITIONS:

Conditions which seriously threaten the safety of personnel and may require the evacuation of the facility may occur within the structure or from a situation outside the structure and include but are not necessarily limited to: fire, explosion, flammable gas leak, toxic gas leak, flammable liquid leak or spill, hazardous material spill or leak; structural collapse, bomb threat, natural disaster, power outage, and severe weather.

WHAT IS AN EVACUATION:

An evacuation requires that all personnel from all areas of the facility to leave the building. Personnel will assemble at a designated point outside the facility.

An evacuation shall be performed when any condition exists which seriously threatens the safety of all personnel within the facility, and/or an event has occurred which requires that all personnel be accounted for.

TYPES OF EVACUATIONS:

Complete Evacuation

A complete evacuation requires the evacuation of all personnel from all areas of the facility with all personnel assembling at a designated point outside the facility.

A complete evacuation shall be performed when any condition exists which seriously threatens the safety of all personnel within the facility, and/or an event has occurred which required that all personnel be accounted for.

Partial Evacuation

A partial evacuation requires the evacuation of all personnel from selected areas of the facility with those personnel assembling at a designated point within the facility.

A partial evacuation may be called when it is necessary to clear a given area but the level of risk to the entire facility is such that personnel can be safely assembled within the structure.

The level of risk present within the facility will at times have to be compared with the level of risk existing outside the facility

(i.e. severe weather) when considering which type of evacuation is to be performed.

AUTHORITY TO ORDER AN EVACUATION:

The authority to order a complete evacuation, either complete or partial, rests with the division/bureau manager or other pre-designated individual(s) such as a supervisor with designated authority such as a Fire Warden that will act in the manager's absence.

In the case of separated structures or facilities, the authority rests with the senior on duty supervisor or their designee responsible for the specific facility or building.

In the event that none of the personnel listed are present when an evacuation is required, the chain of authority shall follow the normal line of authority, which exists during day-to-day operations.

Whoever has the final authority at the time of the emergency is referred to as the person in charge throughout the remainder of this policy.

EVACUATION PROCEDURES:

Any individual discovering a situation, which presents a threat or potential threat to the safety of personnel within the facility, shall immediately sound the alarm verbally to individuals in the immediate area.

The individual will then report the situation to a supervisor.

If the supervisor determines that an evacuation is required, the supervisor will announce the evacuation over the communications system or if a communication system is not available, initiate an alarm.

All personnel upon hearing the evacuation announcement or alarm will immediately secure equipment (see Plant and Machinery Part II) they are working with and proceed to the nearest exit. Once outside the facility, personnel will go directly to their designated assembly location. A diagram showing the facility layout should be posted on each floor of the facility and in each large work section area in extensive facilities. The diagram should also indicate the outside assembly location for each area. The diagram should be located in conspicuous locations easily accessible to employees.

Personnel will report to their immediate supervisor at their designated assembly location immediately after evacuating the building.

Once personnel have assembled, it shall be the responsibility of the immediate supervisor to determine that all persons are accounted for and have evacuated the structure. Supervisors will then report to the person in charge that all their personnel are out of the building or identify anyone that is unaccounted for. **Predetermined assembly points explicitly made aware to staff are critical.**

VISITORS, CONTRACTORS AND PHYSICALLY IMPAIRED

City staff shall be responsible for visitors, which they are escorting.

Contract liaison personnel shall be responsible for any contract employees, which are in the facility.

When handicapped individuals are in the facility, at least two people shall be assigned the responsibility for assisting that handicapped individual should an evacuation be necessary.

All personnel shall remain at their designated assembly area and await further instructions from their immediate supervisor.

CLEARING AN EVACUATION:

No person shall return to an area that has been evacuated until a responsible authority such as a Fire Official has indicated it is safe to do so.

No individual shall leave the property during the course of an evacuation unless authority has been given to do so by his or her immediate supervisor.

REPORTING EMERGENCIES:

The individual discovering an emergency condition shall immediately notify other employees in the immediate area and their supervisor verbally.

The supervisor will then announce via the communications system or by an alarm that an emergency exists which requires that the facility be evacuated. The statement should be similar to:

"This is an emergency. This is an emergency. All personnel exit the building by the nearest exit and assemble at their designated areas. This is an emergency."

Telephoning 911 shall notify emergency response organizations such as the fire department, police department, or ambulance.

When emergencies are reported to the outside fire department via 911, the following information should be provided:

- Nature of the emergency and location (the 911 operator will then transfer you to a specific dispatcher)
- Facility Name
- Caller's Name
- Address
- Nature of the emergency (fire, explosion, etc.)
- Extent of the emergency
- Injuries if any to personnel
- Exact location within the facility
- Point of contact meeting place
- Call back number

Sample emergency evacuation plan enclosed.

II. PLANT/MACHINERY EMERGENCY SHUTOFF REQUIREMENTS:

In the case of plant operations or other activities that involve mechanical plant or chemical operations, shutdown requirements may be necessary to prevent personal injury or damage to equipment. Shut down procedures for emergencies require the following:

Written Shutdown Guidelines

In the case of an emergency that may require equipment to be shutdown, all affected staff working with or in the general vicinity of the equipment must be aware of the proper shutdown/disconnect procedures. This will require written shutdown procedures that must not only be kept on file but be available to all affected staff. The guidelines should be written in clear, concise language that would be easily understood by virtually all staff members. The document should be reviewed for necessary revisions annually or whenever modifications to machinery have been initiated. (OSHA Lockout/Tag out Standard 1910.147 already requires written documentation on complete shutdown operations).

Emergency Contact Persons

Staff at each plant or part of a plant should be made aware of all emergency numbers for supervisors designated to respond to emergencies. The names of the assigned individuals shall be known to all staff for each shift and site (in the case of multiple buildings or large plants more than one person may be assigned as the emergency coordinator). Emergency numbers for designated staff should be conspicuously posted in machine areas where employees can readily view them.

Emergency rescue numbers should also be posted (911) in case of a medical or a fire related emergency.

Posted Shutdown Instruction

Signs should be posted outlining shutdown procedures in the immediate vicinity of plant machinery in a location that is conspicuous to staff. Care should be taken to insure that signs include all shut off operations especially where there may be more than one method of shutdown. This may apply in the case of hydraulics, pneumatics, steam, capacitors or other forms of hazardous energy that warrant special requirements.

Emergency Shutoff Controls

Emergency shutoff controls should be specifically marked either in red or preferably red with "Emergency Stop" imprinted on the control.

Training

Staff should be formally trained in detail concerning emergency shutoff procedures, which requires documentation (signature and date of attendees and instructor). Periodic training should be at least annually and as a part of new employee orientation.

Drills

Emergency shut down practice drills should occur at least quarterly. Complicated shutdown procedures require monthly drills.

Efforts to familiarize staff with shut down procedures prior to an emergency are critical. A written checklist verifying dates of drills, specific machines etc. should be maintained in appropriate supervisor's office in direct vicinity of specific machine(s) or part of plant.

Alarms, Sirens and Bells

Critical areas of plants where the possibility of physical/chemical injury or potential for damage to critical equipment should have a alarm system with a distinct sound that notifies plant personnel of an imminent hazard.

Manual alarms in most cases are acceptable where staff is available to monitor equipment but automatic controls are recommended for chemical related materials and for remote but critical plant equipment.

Rescue Training

Rescue teams require training and periodic drills. Training shall include familiarity with equipment and specific procedures. A written rescue plan is required for all unique operations. Rescue teams shall initiate drills quarterly.

III. FIRE WARDENS: ROLES AND RESPONSIBILITIES

Description

The Fire Warden is a designated individual who is responsible for coordinating the following:

- Posting of Evacuation Plans
- Adequate Marking of Exits and Non-Exits
- Adequate Egress for Aisles and Exit Doors
- Testing of Emergency Lighting
- Inspection of Fire Extinguishers (records, service and location)
- Fire Extinguisher Training
- Staff Evacuation Training
- Identifying Individuals that may Require Physical Assistance (Handicapped)
- Assist Evacuation in an Emergency
- Maintaining List of Major Work Place Fire Hazards
- Inspection/Checklist

A Fire Warden should be assigned to each structure and in the case of large buildings or structures more than one may be designated. In the case of office buildings or multiple complexes that contain several floors, a Fire Warden shall be located and assigned on each specific floor. It is also recommended that the fire warden have two assistants that will assist in emergencies and perform monitoring in the absence of the Fire Warden.

Duties:

Evacuation Plan:

The Fire Warden shall ensure that Evacuation Plans are posted in conspicuous locations such as in major hallways. More than one plan may be necessary for large facilities or for separated operations on the same floor. Each plan should include a designated assembly area.

Exits:

The Fire Warden shall inspect all Exits to insure that they are all adequately marked with visible exit signs. Exits located in areas that do not have access to sunlight and are not light absorbent must have electrically illuminated signs. Electrically illuminated signs are also required for buildings that have nighttime operations.

Buildings that contain 50 or more individuals or if the exit door is located in a hazardous area, the fire exit door shall open out.

No one should have to travel more than 200 feet to the nearest exit in a building, 250 feet is the allowable minimum if a building is equipped with sprinklers.

Fire exits shall not be locked from the inside and if they are locked from the inside with padlocks, chains etc. for security reasons, they shall be removed immediately upon occupancy of the building.

Fire exit doors must be capable of opening fully from any position; doors shall also have a simple, single release such as a panic bar.

Any doorway that can be mistaken for an exit must be marked with a sign that states "Not an Exit".

Emergency Lighting:

Emergency Lighting is required in buildings that do not have adequate outside light to illuminate emergency passageways. Emergency lighting should be tested at least monthly (A test button exists for emergency lighting safety checks).

Egress (Passageways, Aisles and Exits):

The Fire Warden shall inspect all passageways, aisles and exit areas to ensure that there is room for adequate egress. Cluttered egress passages must be kept clear of any encumbrances. Also, combustible material shall not be stored under stairwells.

Fire Extinguishers:

The Fire Warden shall inspect all fire extinguishers to ensure that they are properly charged that they are located no more than 75 feet from any one point, that they are not encumbered or hidden. Fire extinguishers are generally located near exit doors or hallways and are posted on walls in highly visible locations. The Warden shall also ensure that fire extinguishers are inspected annually by a fire extinguisher factory trained technician (in accordance with NFPA 10). A monthly inspection checklist should be attached to each fire extinguisher.

The monthly inspection of fire extinguishers is a visual inspection that determines that the Fire Extinguisher:

- is in proper location
- that the fire extinguisher is charged but not overcharged
- that the fire extinguisher type is appropriate for location (Type A for combustibles, B for flammable liquids, C for electrical hazards, Halon (now a Halon substitute) for computers: ABC fire extinguishers are generally acceptable for all locations)
- that extinguisher has been inspected by a factory trained technician within the past 12 months

After inspection the extinguisher inspection tag shall be dated and initialed by the warden or assigned individual.

Fire Extinguisher Training:

Fire extinguisher training is required annually and for all employees that may in the course of an emergency be required to use

one. Training should include discussions concerning different types of fires and the different types of fire extinguishers and obviously include the "how to section". If a fire breaks out, staff should be instructed to do the following:

1. Notify co-workers, sound the alarm
2. Call the Fire Department
3. Fight fire if it is relatively small with limited evidence of smoke.

Training directives should advise staff not to attempt to fight structural fires or fires those gives off substantial amounts of smoke. Staff should also be instructed to position themselves with an accessible exit directly behind them should they choose to fight the fire. Staff should be reminded not to risk life to put out a fire that Fire Department is better equipped to handle.

Special attention should be given to staff for carbon dioxide or Halon dump systems. These systems are generally located in computer rooms and in kitchens (over stove). Training on the proper operation of these procedures should be given quarterly for those affected individuals.

Staff Evacuation Training:

Staff should also be trained annually concerning evacuation procedures; appropriate exits (no elevators in case of fire/smoke) and very importantly an assigned assembly area should be selected. Assembly areas are generally across the street from a facility. Staff should be directed to stay in these areas until accounted for.

Identifying Individuals that May Requires Assistance During an Evacuation:

The Fire Warden shall survey staff and determine if anyone may need physical assistance leaving the facility in an emergency. This concern is particularly crucial if, in the case of fire, elevators may not be used. Individuals that do require assistance shall have two or more people assigned to assist them in leaving the building. For individuals with serious mobility problems some advance planning may be necessary.

Assist in Evacuation:

Fire Wardens and assistants shall also assist in the case of an evacuation. The wardens shall ensure that staff exits the building properly. The warden will also inspect bathrooms and storage areas etc. where individuals may not have heard the alarm signal. In addition the warden should verify that all handicapped individuals have been escorted out of the facility. After the evacuation is complete, wardens shall take a roll call at the pre-designated assembly site to determine that all staff is accounted for.

We recommend that Fire Wardens and their assistants obtain red hard hats so that in evacuation situation, they may be easily distinguishable for staff to recognize.

Maintaining List of Major Work Place Fire Hazards:

The Fire Warden shall also determine and make a list of all potential fire hazards on site. This list may include flammable liquids, combustible storage and heat sensitive equipment. The warden shall be familiar with fire protection systems for each and ensure that ignition sources are kept away from these critical areas (posting no smoking signs). In addition, the warden shall also maintain a list of responsible parties that provide maintenance on critical fire fighting equipment such as Halon or Carbon Dioxide dump systems.

Inspection/Checklist:

Fire Wardens shall also maintain a monthly inspection checklist. The inspection verifies that at least on a monthly basis the Fire Warden monitored the activities above (checklist attached). We recommend that the inspection take place on the first workday of the month. The completed checklists should be kept on file for at least 12 months.

(The checklist is located in the Safety Manual)